



## **Mission**

The goal of the SEKPHCC is to promote and to enhance the emergency preparedness and response capabilities of healthcare entities through:

- Building relationships and partnerships.
- Facilitating communication, information and resource sharing.
- Promoting situation awareness among SEKPHCC members.
- Coordinating training, drills and exercises.
- Strengthening medical surge capacity and capabilities.
- Assisting emergency management and Emergency Support Function (ESF) #8 partners.
- Maximizing movement and utilization of existing resources.

## **SEKPHCC Membership**

Membership: Membership in the SEKPHCC is open to all entities or individuals that agree to work collaboratively on healthcare preparedness and emergency response activities.

General Membership – all significant players in emergency preparedness are urged to participate as essential members of the SEKPHCC.

The SEKPHCC will become effective upon the ratification of this charter by two thirds (2/3) of the General membership, attending the SEKPHCC Charter meeting, from the following entities within the region:

- All hospitals in the region.\*
- At least one long term care facility.\*
- At least one EMS agency.\*
- At least one community health center or a Federally Qualified Health Center.\*
- All local public health representative in the region.\*
- At least one emergency management representative.\*
- A representative from the mental health community.
- A representative from Funeral Homes/Kansas Coroners
- A representative from Faith Based Organizations
- A representative from CERT
- A representative from Volunteer Services

**Note: \* Identifies required membership according to HPP grant guidance.**

General Membership – General Membership in the SEKPHCC is open to any entity or individual in the community desiring to participate in healthcare preparedness.

Membership responsibilities/expectations: Members of the SEKPHCC will designate a agency representative and an alternate to ensure ongoing participation in the SEKPHCC. Representatives should:

- Be individuals with decision-making authority.
- Attend regularly scheduled meetings.
- Participate in establishing priorities for the SEKPHCC
- Educate and inform member organizations on SEKPHCC activities.
- Participate in HCC-sponsored training exercises and drills.

**Executive Committee/Voting Membership:**

An Executive Committee shall be established that consist of nine (9) members representing the organizations listed below. Executive/Voting Members shall be appointed by the various represented agencies for a two (2) year period then voted on by the General Membership. Term of office shall commence on July 1 and terminate on June 30. One voting member from Hospitals, one voting member from Public Health and one voting member from the other 3 categories will serve a 1 year first term to allow for continuity in the process.

**Executive Committee Membership**

- 3 Voting hospital members representing Hospitals
- 3 Voting Public Health members representing Public Health
- 1 At Large Voting member to represent Emergency Management, Law Enforcement, Emergency Medical Services, Fire Services and Citizens Emergency Response Team\*
- 1 At Large Voting Member to represent Mental Health, Long Term Care, Community Health and Funeral/Mortuary Care\*
- 1 At Large Voting member to represent Faith Based Services, Volunteer Services, Red Cross and Salvation Army\*

\*At Large Executive Committee Members should be appointed from the agencies being represented. If there are no General Members in those categories, a candidate can be nominated from another category.

The Executive Committee shall elect a Chair and Vice-Chair. The Chair and Vice-Chair of the General Membership will also be the Chair and Vice-Chair of the Executive Committee. The Vice-Chair shall perform the duties of the Chairperson in his/her absence. The Secretary for the Executive Committee will be appointed by the Executive Committee and will also serve as Secretary for the General Membership. The Secretary may or may not be a Voting Member. All Executive Committee Officer Positions shall serve for a term of one (1) year and shall coincide with the terms of appointment. The Chair and Vice-Chair can serve consecutive terms of office and are eligible to succeed themselves.

An Executive Committee Member may resign by submitting a resignation in writing to either the Chair or the Vice-Chair. In the event of a resignation of the Chair, the Vice-Chair shall assume the duties of Chair. Candidates to fill vacancies shall be nominated by the Executive Committee. Candidates nominated shall be voted on by the General Membership and serve

until the end of the term for the vacancy to which he/she was appointed.

**Executive Committee Purpose:**

The Executive Committee is to assist the SEKPHCC in meeting its mission by providing strategic vision, strategies and guidance to the General Membership through leadership, direction and participation in decision-making processes.

**Executive Committee Roles And Responsibilities:**

Executive Committee Members shall be responsible for:

- Actively participating in establishing priorities, policies and programs for the purpose of creating a cohesive and responsive SEKPHCC;
- Assisting in the implementation of the SEKPHCC goals and objectives, and fulfillment of its purpose;
- Making decisions in the best interest of the SEKPHCC;
- Attending regularly scheduled meetings;
- Serving as liaison for, and fostering communication with, their relevant organizations by educating and informing member organizations about SEKPHCC activities and issues;
- Serving as a spokesperson for their appointing organization by gathering and expressing professional opinion for their relevant organizations and agencies during the development of priorities, policies and / or programs;
- Aptly responding to requests from the Chair or other Executive Committee Members;
- Actively welcome the collaboration and participation of related organizations and agencies into the SEKPHCC;
- Represent or recruit representatives from their relevant organizations and / or agencies to serve on any subcommittees, standing committees, or ad-hoc committees;
- Participate in SEKPHCC sponsored trainings, exercises and drills.

**Conducting SEKPHCC Business**

Executive/Voting Committee membership: Chosen from the General Membership. Additional voting members may be added by Two Thirds (2/3) vote of the General Membership present at scheduled meeting.

Quorum: A quorum of fifty one percent (51%) of Executive/Voting Members is necessary to conduct the business of the SEKPHCC during a scheduled meeting.. A quorum may be achieved by Executive/Voting Members being physically present at a site or joined electronically. Upon receipt of meeting notifications, voting members will respond that they will be in attendance or be available electronically to conduct business.

Votes on Issues: Passage of issues voted on by the SEKPHCC Executive/Voting Members requires one vote over fifty percent of the Voting Members participating in the meeting whether physically or electronically present.

Changes to Charter: Passage of changes to this Charter or any other organizational document requires a vote of Two-Thirds (2/3) of General Members.

## **Meetings**

The SEKHCC shall hold a minimum of four quarterly meetings per grant year. Special meetings may be convened at the request of the SEKPHCC Coordinator or the Chair.

Notice for regular quarterly meetings shall be provided to all members at least ten working days prior to the meeting. Notice for special meeting shall be provided at least five working days prior to the meeting. Notices shall include the time, place and objective of the meeting, and the means available to join the meeting electronically. No business at a special meeting may be transacted except as specified in the notice.

The meeting agenda for regular meetings will be developed. Minutes of all meetings shall be prepared and distributed to the membership.

## **SEKPHCC Leadership Roles**

**SEKPHCC Coordinator:** The South East Kansas Hospital Preparedness Coordinator shall also serve as the SEKPHCC coordinator and shall be responsible for planning, implementing and evaluating SEKPHCC activities. The SEKPHCC Coordinator shall collaborate with the elected leadership of the SEKPHCC to achieve its goals and objectives. Tasks of the Coordinator shall include:

- Providing general oversight for SEKHCC activities and associated projects;

### **Providing SEKPHCC Coordinator:**

The South East Kansas Hospital Preparedness Coordinator shall also serve as the SEKPHCC coordinator and shall be responsible for planning, implementing and evaluating SEKPHCC activities. The SEKPHCC Coordinator shall collaborate with the elected leadership of the SEKPHCC to achieve its goals and objectives. Tasks of the Coordinator shall include:

- Providing general oversight for SEKPHCC activities and associated projects;
- Providing SEKPHCC members with updates related to the Hospital Preparedness grant(s)
- Management of SEKPHPP grant(s), including the preparation and submission grant documents such as work plan deliverables, and state and national reporting;
- Serving as the point of contact to the Kansas Department of Health and Environment (KDHE) and the Kansas Hospital Education and Research Foundation (KHERF); and
- Providing technical assistance to community hospitals and discipline representatives, and;
- Promoting healthcare preparedness within the region by extending invitations to community partners to attend SEKPHCC meetings. Providing SEKPHCC members with updates related to the Hospital Preparedness grant(s)
- Management of SEKPHPP grant(s), including the preparation and submission grant documents such as work plan deliverables, and state and national reporting;
- Serving as the point of contact to the Kansas Department of Health and Environment (KDHE) and the Kansas Hospital Education and Research Foundation (KHERF); and
- Providing technical assistance to community hospitals and discipline representatives,

and;

Promoting healthcare preparedness within the region by extending invitations to community partners to attend SCKPHCC meetings.

**Chair:** The Chair shall represent the SEKPHCC General Membership and Executive Committee and shall collaborate with the SEKPHCC Coordinator in conducting the business of the SEKHCC. The Chair shall work with SEKPHCC members to promote collaboration. The Chair shall represent the HCC on state committees. The term of office for the Chair shall be two years.

**Vice-Chair:** The Vice-Chair shall perform the duties of the Chairperson in their absence. The Vice-Chair may assume the position of the Chair at the conclusion of the Chair's term.

**Secretary:** Attend SEKPHCC General Membership and Executive Committee scheduled meetings and take minutes. Record official transactions of SEKHCC meetings. Send recorded minutes of meetings to Chair and Coordinator for approval and distribution. Maintain official copies of SEKPHCC documents and correspondence.

**Other Officers and Committees:** The Executive/Voting Committee will propose to the General Membership any additional officers or committees it deems necessary to conduct the business of the SEKPHCC. Approval of additional officers or committees is to be approved by two thirds vote (2/3) of the General Membership in attendance when the additions are proposed.

### **Additional Regional Resources**

The SEKPHCC has access to other formal documents and protocols such as MOUs, MOAs, contracts, and regional plans. The following documents are available to members of the HCC:

- Hospital statewide mutual aid agreement
- Regional mutual aid agreements
- County Emergency Operations Plans (un-classified portions)
- Regional Response Plans
- Southeast Kansas Emergency Preparedness Guide

### **Additional Provisions**

This Charter shall not supersede any existing mutual aid agreement or agreements.

This Charter shall not be interpreted or construed to create a legal relationship, association, joint venture, separate legal entity or partnership among the member bodies, nor to impose any partnership obligation or liability upon any member. Further, no member shall have any authority to act on behalf of or as or be an agent or representative of, or to otherwise bind, any other member body.

No member of the SEKPHCC shall be required under this Charter to indemnify, hold harmless and defend any other member from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from the activities of any SEKPHCC officer, employee or agent.

**APPROVAL OF CHARTER:** This Charter is adopted by Two Thirds (2/3) vote of the Essential

Members of the Southeast Kansas Preparedness Healthcare Coalition Members by affixing their signatures below.

Signature	Printed Name	Member Organization	Date
<i>Stacie Nelson</i>	Stacie Nelson	Labette Health	9/24
<i>Brock Sutherland</i>	Brock Sutherland	Labette Health	9/24
<i>Pat Holt</i>	PAT HOLT	Girard Medical Center	9/24
<i>Karen Brooks</i>	KAREN BROOKS	Girard Medical Center	9/24
<i>Janis Goedeke</i>	Janis Goedeke	Crawford Co Health	9/24
<i>Mary Simon</i>	Mary Simon	Greenwood County Hospital	9/24
<i>David Dodge</i>	David Dodge	Oswego Community Hospital	9/24
<i>Dee Dee Martin</i>	Dee Dee Martin	SEK Multi County Health Dept	9/24/13
<i>Todd Ballard</i>	Todd Ballard	Fredonia Regional Hospital	9-24-13
<i>Todd Durham</i>	Todd Durham	Wilson Co. Health	9/24/13
<i>Betha Elliott</i>	Betha Elliott	Cherokee Co. Health	9/24/13
<i>Debbi Baugher</i>	DEBBI BAUGHER	Public Health of Labette Co	9/24/13
<i>Brandy Grass</i>	Brandy Grass	Labette Co 9-1-1 + EM	9/24/13
<i>Carolyn Muller</i>	Carolyn Muller	Montgomery Co Health Dept	9/24/13
<i>Annie Blankinship</i>	Annie Blankinship	Chautauqua Co. Health Dept	9/24/13
<i>Kandy Dowell</i>	KANDY K DOWELL	EIK County Health	9/24/13
<i>Ed Garner</i>	Ed GARNER	Lower 8 Region	9/24/13
<i>Jim Wilson</i>	Jim Wilson	Colfaxe Regional Med. Center	9/24/13
<i>Leonard J. Weaver</i>	Leonard J. Weaver	Mercy Hospital Indy	9/24/13
<i>Becky Williams</i>	Becky J. Williams	Mercy Hospital Fort Scott	9/24/13
<i>Teresak Starr</i>	Teresak Starr	Ashe County Health	9-24-13
<i>Michael Hayslip</i>	Michael Hayslip	VCH - Pittsburg	9/24/13
<i>Pat Lucke</i>	Pat Lucke	NMRMC Cherokee	9/24/13
<i>Jodie Grant</i>	Jodie Grant	Mercy Columbus	9/24/13
<i>Debra Messer</i>	Debra Messer	Mercy Columbus	9/24/13

